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**TO:** GENERAL COMMITTEE

**SUBJECT:** MANDATORY PRE-CONSULTATION BY-LAW FOR *PLANNING ACT* APPLICATIONS

**WARD:** ALL

**PREPARED BY AND KEY CONTACT:** J. FOSTER, RPP, SENIOR PLANNER EXT. 4517

**SUBMITTED BY:** A. BOURRIE, RPP  
DIRECTOR OF PLANNING AND BUILDING SERVICES

**GENERAL MANAGER APPROVAL:** D. FRIARY  
GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT (ACTING)

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

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### **RECOMMENDED MOTION**

1. That the draft Mandatory Pre-consultation and Conformity Review By-law attached as Appendix "A" to Staff Report PLN016-18 to require a mandatory Pre-consultation and Conformity Review with the City of Barrie prior to the submission of *Planning Act* applications for Official Plan Amendments, Zoning Bylaw Amendments, Plans of Subdivision/Condominium and Site Plans, be approved.

### **PURPOSE & BACKGROUND**

#### Report Overview

2. The purpose of this Staff Report is to inform General Committee and Council of the Pre-consultation process for proposed *Planning Act* applications and the Conformity Review process for development (subdivision) applications within the Salem and Hewitt's Secondary Plans. This staff report also seeks approval for making both processes mandatory prior to the filing of *Planning Act* applications. Both processes are already being employed, however, the passing of a bylaw is required in order to make pre-consulting mandatory.

#### Background

3. In October 2008, Council approved a pre-consultation application process for the review of concept plans prior to the filing of site plan applications. This was a result of a Site Plan Improvement Initiative. Since that time, the Planning and Building Services Department has expanded the pre-consultation process to include pre-consulting for other planning applications, including Official Plan Amendments, Zoning Bylaw Amendments and Subdivision of Land. However, a bylaw was never passed that formalized the process or made it mandatory.
4. With the adoption of the Salem and Hewitt's Secondary Plans, City staff have developed a pre-consultation process known as Conformity Review. This process was developed to ensure that all proposed Plans of Subdivision are generally consistent with the applicable Secondary Plan (Salem/Hewitt's) so as to ensure an efficient Draft Plan of Subdivision review process.

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## ANALYSIS

5. The Ontario *Planning Act* provides municipalities with the authority, by bylaw, to require applicants to pre-consult with the approval authority for planning applications such as Official Plan Amendments, Zoning Bylaw Amendments, Subdivision of Land and Site Plans.

### Benefits of Pre-consultation

6. Pre-consultation prior to the submission of a formal planning application provides the applicant with preliminary feedback on their concept plan and/or change of use, allowing the municipality the opportunity to identify the necessary studies and reports required to support the submission of a complete planning application.
7. Bill 139, *Building Better Communities and Conserving Watersheds Act*, and specifically the new Local Planning Appeal Tribunal (LPAT) represents a significant shift in Ontario's approach to land use planning by placing greater authority in the hands of municipal councils and planning authorities to make land use planning decisions. The legislative changes will put greater emphasis on the filing of complete planning applications in order to ensure that municipal staff have the required information in order to provide a professional planning opinion and recommendation to Council. Therefore pre-consultation will provide applicants with the earliest opportunity to engage with the municipality to obtain information requirements for the filing of a complete planning application.
8. Pre-consultation allows the opportunity to present and identify all relevant planning policies, bylaws and guidelines early in the process. It engages all relevant City departments and external agencies at the beginning of the planning process. Early feedback would provide the applicant with the opportunity to refine or make revisions to the development proposal prior to submission of the formal application which should assist in streamlining the approval process. The municipality is also provided the opportunity to describe the development process and make the applicant aware of costs and timelines associated with the filing of a complete application.

### Pre-consultation Application

9. The City currently provides guidelines for the filing of pre-consultation applications, which identify the submission requirements and sets out the review process. An application for pre-consultation for planning applications has been prepared and is being utilized. Pre-consultation relates to proposals for land use changes that include Official Plan Amendments, Zoning Bylaw Amendments, Plans of Subdivision/Condominium, and site plan approvals. See Appendix "B" and "C".
10. Within the Salem and Hewitt's Secondary Planning Area, City staff undertake through a Conformity Review Process whether proposed plans of subdivision or other development plans are generally consistent with community form, growth management and phasing of development. The Conformity Review Process is attached as Appendix "D". This process is currently being undertaken, however, an application for Conformity Review is in the process of being developed in order to formalize the process for Conformity Review.

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Exemptions

11. Staff are proposing that the Pre-consultation and Conformity Review Bylaw include the ability to exempt or waive the requirement for pre-consultation for certain applications that may be considered straight forward or minor in nature. For example, a rear yard addition to an existing building for which a site plan agreement is already registered on title to the lands. This type of application would be waived from pre-consultation and able to go directly to a site plan amendment application. The waiving of a pre-consultation application will be at the discretion of the Director of Planning and Building Services, or their designate.

Requirement for Repeat Pre-consultation

12. The Pre-consultation and Conformity Review Bylaw also includes, at the discretion of the Director of Planning and Building Services or designate, that on the occasion that the applicant contemplates a major change in the design concept after the Pre-consultation or Conformity Review application process has taken place, a second pre-consultation process required prior to submission of a formal planning application. For example, the review of a townhouse development concept that changes to a 6 storey apartment building for the same site. A major change in the design concept could impact certain department or agency comments and may necessitate additional reports or studies required to support a formal planning application.

**ENVIRONMENTAL MATTERS**

13. There are no environmental matters related to the recommendation.

**ALTERNATIVES**

14. The following alternative is available for consideration by General Committee:

**Alternative #1**

General Committee could choose not to pass a mandatory Pre-consultation and Conformity Review Bylaw.

This alternative is not recommended as the City currently offers Pre-consultation and Conformity Review as a service to the development industry. The passing of this bylaw would formalize the process, ensure the submission of complete applications, provide initial feedback and streamline the approval process. If a bylaw is not passed to require pre-consultation or conformity review, the decision to pre-consult will rest with the applicant. In staffs' opinion, pre-consultation is a valuable process and should be made a requirement of the planning and development approval process. The Bylaw has been made flexible in order to provide staff with the discretion to waive the pre-consultation requirement for straight forward or insignificant planning applications.

**FINANCIAL**

15. The current application fee for a Pre-consultation/Conformity Review application is \$1,955.91 subject to annual increases, and is based on a staff time recovery basis. The fee is non-refundable and is not utilized to decrease the cost of the *Planning Act* application. Therefore, there are no negative financial implications for the Corporation resulting from the proposed recommendation as the application fee for Pre-consultation or Conformity Review has been established on a cost recovery basis.

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**LINKAGE TO 2014-2018 STRATEGIC PLAN**

16. The recommendation included in this Staff Report is not specifically related to the goals identified in the 2014-2018 Strategic Plan.

Attachments: Appendix "A" - Mandatory Pre-consultation and Conformity Review Bylaw  
Appendix "B" - Guidelines for Pre-consultation Applications  
Appendix "C" - Pre-consultation Application  
Appendix "D" - Conformity Review Process

APPENDIX "A"

Mandatory Pre-Consultation and Conformity Review Bylaw



Bill No.XXX

BYLAW NUMBER 2018-XXX

**A Bylaw of The Corporation of the City of Barrie to require Pre-consultation and Conformity Review by Applicants proposing to submit planning applications for Official Plan or Zoning Bylaw Amendments, Plans of Subdivision or Condominium or Site Plans in the City of Barrie.**

**WHEREAS** the Council of The Corporation of the City of Barrie is authorized by subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, R.S.O 1990 c.P.13., as amended, to pass a bylaw to require that property owners or their agents proposing official plan amendments, zoning bylaw amendments, approvals of plans of subdivision or condominium, or site plans, consult with the municipality before submitting an application for such an amendment or approval;

**AND WHEREAS** The Corporation of the City of Barrie wishes to discuss the merits and preliminary comments associated with planning and development proposals with property owners or their agents before any such application is submitted, to ensure that the applicant understands the planning process, costs and timelines involved with the approval of such applications, that all information and material that may be required to support the application is identified to confirm the City submission requirements for a complete application, and to identify which other agencies should be consulted before the submission of an application:

**NOW THEREFORE** the Council of The Corporation of the City of Barrie enacts the following:

1. **DEFINITIONS**

In this Bylaw,

- 1) "PLANNING ACT" shall mean the *Planning Act*, R.S.O. 1990, c.P.13, as amended or any successors thereto;
- 2) "CONSULTATION" AND "CONSULT" shall mean the review process of the Pre-consultation or Conformity Review application, including meetings and correspondence to discuss and exchange information and provide comments respecting the proposed application(s) for planning approvals;
- 3) "PLANNING APPROVAL" includes:
  - a. An Official Plan Amendment,

- b. A Zoning Bylaw Amendment,
  - c. A Plan of Subdivision approval, including a plan of condominium; and
  - d. A Site Plan approval, including an application to amend an existing Site Plan approval.
- 4) "APPLICANT" shall mean the land owner, company, firm, body, landowner representative or authorized agent seeking a planning approval;
  - 5) "WRITTEN OR VERBAL CORRESPONDENCE" includes letters, memos, facsimile transmissions, electronic mail messages, in person discussion or telephone.
  - 6) "TECHNICAL REVIEW MEETING" means a meeting with the Applicant, relevant City department staff and external agencies to consult regarding the application and development design concept, including the provision of a list of technical studies, reports, plans and/or other items required in order to file a complete *Planning Act* application;
  - 7) "PREVIEW MEETING" shall mean a meeting with the Applicant, relevant City department staff and external agencies, at which time the Applicant presents their development proposal and answers questions.

## 2. CONSULTATION

Prior to an applicant submitting an application for a planning approval to the City of Barrie, the applicant shall engage in Pre-consultation or Conformity Review with the City of Barrie. The consultation will include:

- 1) The filing, by the Applicant, of a complete Pre-consultation or Conformity Review Application;
- 2) The payment of the required fee;
- 3) The circulation of the application to relevant City departments, external agencies, Ward Councillor, senior staff and the Salem and Hewitt's Landowner Representative, as applicable;
- 4) The provision of comments to the applicant prior to the Technical Review meeting;
- 5) A minimum of 1 (one) Technical Review Meeting for Pre-consultation applications;
- 6) A minimum of 1 (one) Presentation Meeting for Conformity Review applications.

## 3. PRE-CONSULTATION AND CONFORMITY REVIEW EXEMPTION

Notwithstanding Section 2 of this Bylaw, the Director of Planning and Building Services or designate, may exempt a proposal from the pre-consultation or conformity review process as described under this Bylaw. Notice of the exemption to consult shall be provided to the Applicant in writing.

## 4. REPEAT PRE-CONSULTATION

The Director of Planning and Building Services or designate may require a second Pre-consultation application process if there is a significant change to the design concept after initial pre-consultation and prior to the formal submission of a planning application.



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**5. DATE BYLAW EFFECTIVE**

This bylaw shall come into force and effect on the date of its enactment.

**6. SHORT TITLE**

This bylaw shall be commonly referred to as the "City of Barrie Mandatory Pre-consultation and Conformity Review Bylaw".

**READ** a first and second time this    day of            , 2018.

**READ** a third time and finally passed this    day of            , 2018.

**THE CORPORATION OF THE CITY OF BARRIE**

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**MAYOR – J. R. LEHMAN**

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**CITY CLERK – WENDY COOKE**

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**Appendix “B”**  
**Guidelines for Pre-consultation Applications**

**OFFICIAL PLAN AMENDMENTS-ZONING BY-LAW AMENDMENTS-  
PLAN OF SUBDIVISION/CONDOMINIUM**

**The City of Barrie Planning and Building Services Department REQUIRES all Applicant to pre-consult with City staff prior to the submission of an application for:**

- **Official Plan Amendment (OPA)**
- **Zoning By – law Amendment (ZBA)**
- **Draft Plan of Subdivision/Condominium**

All applicable portions of the attached Pre-consultation Application Form must be completed. Please check the application type(s) for which you are requesting pre-consultation. The application for which the Pre-consultation Request is being made is at the discretion of the Applicant.

To deem an application complete, the following information is required:

- Complete and signed application form;
- Required fee;
- Fifteen(15) to scale drawings (24” x 36”) (61cm x 91cm) minimum size paper copies of the concept plan and/or draft plan with required detail; and
- One (1) digital copy in PDF format of all plans.

The application will not be circulated for review and a technical meeting will not be scheduled until the application is deemed complete by staff.

Once a complete application has been received, the submission will be circulated to internal departments and public commenting agencies, as applicable. Within approximately four weeks of the Complete Application Date, a one hour Technical Review meeting will be scheduled. The Technical Review meetings are held on Thursday’s in the 9<sup>th</sup> floor boardroom at City Hall. Various City departments and external agencies will participate in the meeting (on an as needed basis) including: Planning/Zoning, Engineering, Parks Planning, Transportation Engineering and Conservation Authority, as applicable. The Applicant will be contacted by telephone or e-mail message advising of the date and time of the meeting. It is recommended that the Applicant and their consultants attend the meeting.

The Pre-consultation process allows the Applicant to present to the City the application, rationale for such and proposed plans. City staff will have the opportunity to:

- Clarify the application process;
- Identify key issues and provide preliminary written comments;
- Identify and confirm the necessary plans, supporting studies and any other information that would be required for a **Complete Application** at such time as an Official Plan Amendment, Zoning By-law Amendment or Plan of Subdivision application is submitted;
- The City will complete a City of Barrie Complete Application Checklist to be provided to the Applicant at the Technical Review meeting or approximately three weeks from the Complete Application Date if a Technical Review meeting is not required.



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***Note: Pre-consultation for site plan control applications require a separate application and will occur at the development planning, detailed design stage, and is mandatory prior to formal site plan application. It is recommended that the zoning of the subject lands be approved prior to filing pre-consultation for a site plan application.***

### **CONCEPT PLAN REQUIREMENTS FOR PRE-CONSULTATION**

All Pre-Consultation applications are to include intended land use, number/size/use of proposed/existing units and lots and blocks. A concept/draft plan is required that illustrates the proposal and information relating to:

- Property Location (including lot lines);
- Proposed Official Plan designation;
- Proposed Zoning;
- Proposed Use(s);
- Proposed Lots, Blocks, Street Pattern, if applicable;
- Building Outlines (new and existing footprints with dimensions);
- Building Density (i.e. coverage, units per hectare);
- Building Height;
- Building Floor Area;
- Parking Area;
- Access Points; and
- Zoning Matrix; including:
  - Zoning Category
  - Lot Area
  - Setbacks and Lot Lines
  - Lot Coverage
  - Building Height(s)
  - Parking Requirements
  - Gross Floor Area
  - Landscape Buffer Requirements
- Any Special Zoning provisions requested.

*For reference, the City of Barrie Official Plan, Zoning By-law, Urban Design Guidelines for Intensification Areas, Urban Design (Site Plan) Manual and other planning related documents are available for purchase from Legislative & Court Services or available on the City's website at [www.barrie.ca](http://www.barrie.ca).*

*Should you have questions regarding the filing of your Pre-consultation Application, please contact the City of Barrie Planning and Building Services Department at (705) 726-4242.*



APPENDIX "C"

Pre-consultation Application

Planning and Building Services  
Department

OFFICE USE ONLY

FEE: \_\_\_\_\_

DATE: \_\_\_\_\_

FILE NO. \_\_\_\_\_

**PRE-CONSULTATION REQUEST FORM**  
**OFFICIAL PLAN AMENDMENTS - ZONING BY-LAW AMENDMENTS -**  
**PLAN OF SUBDIVISION/CONDOMINIUM**

- Fee \$1,955.91  
Note: This is a flat, non-refundable fee.

*Payment of application fees can be made by Cash, Cheque or Debit only.*

**APPLICANT INFORMATION**

**Registered Owner** \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax No. \_\_\_\_\_

- Owner's Authorization Letter (please attach if applicant is not the owner).

**Name of Applicant** \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_ Fax No. \_\_\_\_\_

**Name of Agent, Solicitor or Consultant** \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax No. \_\_\_\_\_

**Signature of Registered Owner** \_\_\_\_\_

I have examined the contents of this application and concept plan submitted and certify that the information provided is correct and true to my knowledge.





Is the proposed use permitted by By-law?

Is the Property affected by the Regulation limits of the Conservation Authority?  NVCA   
LSRCA  N/A

1. Site and Building(s)

	Vacant	_____		Developed	_____
Existing Gross	Residential	_____ m <sup>2</sup>	Proposed Gross	Residential	_____ m <sup>2</sup>
	Commercial	_____ m <sup>2</sup>		Commercial	_____ m <sup>2</sup>
	Industrial	_____ m <sup>2</sup>		Industrial	_____ m <sup>2</sup>
	Institutional	_____ m <sup>2</sup>		Institutional	_____ m <sup>2</sup>
Number of Dwelling Units (existing) _____			Number of Dwelling Units proposed (if known) _____		
Number of Lots/Blocks (existing) _____			Number of Lots/Blocks (proposed) _____		

2. Land Use

Proposed Official Plan Designation \_\_\_\_\_

Proposed Zoning Category (please include any requested Special Provisions, if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Please provide additional details or information regarding your proposal, if applicable)

\_\_\_\_\_  
\_\_\_\_\_

**EXISTING SERVICE AND INFRASTRUCTURE**

Identify available hard services (sanitary sewers, watermains, storm sewers, roads) at the boundary of the proposed development and/or note whether extension of hard services may be required external to the site. Briefly discuss existing services including sanitary sewers, watermains, storm sewers, road connections, existing stormwater management facilities and any outlets to watercourses.

Note: Existing as built infrastructure drawings (if available) can be accessed by visiting the Service Barrie counter on the 1<sup>st</sup> floor of City Hall, by calling 705-726-4242 or sending an email to [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca).

Alternatively you can access the "Engineering Records Submission Form" on line at <https://www.barrie.ca/City%20Hall/Planning-and-Development/Engineering-Resources/Pages/Engineering-Records.aspx>  
Submit the completed form to [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca).

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**DISCLAIMERS:**

The submission of a Pre-Consultation application and participation in the Technical Review Committee meeting are mandatory unless deemed unnecessary by the Director of Planning and Building Services or delegate.

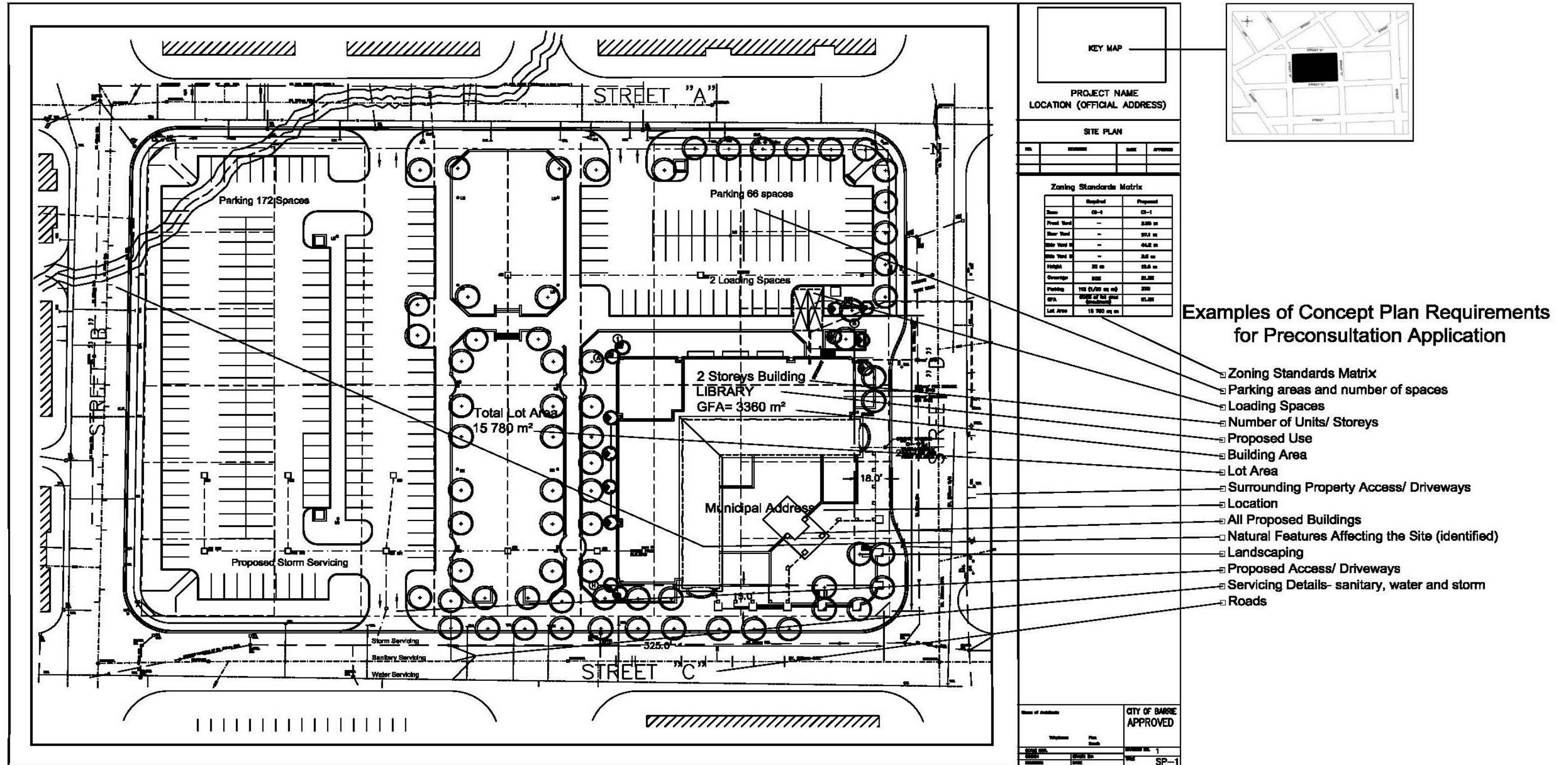
The City of Barrie is not responsible for the use or misuse of the information being received or for the financial implications concerning its implementation.

The information being provided to you by the City of Barrie is reflective of the policies, regulations and standards currently in effect.

Any technical comments made during the pre-consultation process and/or at the Technical Review Committee Meeting are preliminary and subject to further review and circulation at the time of a full formal complete application. Commenting on the pre-consultation will not imply or suggest any decision to either support or refuse the application. Further, participating in Pre-Consultation does not allow the undertaking of construction and/or preparatory work on site, including clearing of trees, vegetation, or any site alteration.

Comments shall remain in effect for a period of one (1) year from the date of complete application or sooner if applicable Provincial legislation, Regulations, Policies or Plans change, and/or if the Municipality amends or replaces the applicable Official Plan policies, land use designations and/or zoning/zoning standards. Following which, a subsequent application may be required.





## Appendix “D”

### Conformity Review Process

#### CONFORMITY REVIEW PROCESS

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**Objective:** To ensure that all proposed Plans of Subdivision are generally consistent with the applicable Secondary Plan (Salem/Hewitt’s) so as to ensure an efficient Draft Plan of Subdivision review process.

In accordance with the Salem and Hewitt’s Secondary Plans, the City shall determine through the Conformity Review Process whether proposed plans of subdivision or other development plans are generally consistent with the following:

**Community Form** – maximizes the potential for the creation of a complete community and sustainable development through the efficient use of land and infrastructure. In this regard, development shall be generally consistent with the Master Plans in Appendix 8B and Appendix 9B of the Salem and Hewitt’s Secondary Plans, respectively.

**Growth Management** – the City shall be satisfied that development can be undertaken in a financially responsible manner in conformity with the principal that growth pays for growth to the greatest extent possible. In this regard, development must be consistent with the assumptions and findings of the Long-Term Financial Impact Assessment of Growth (FIA) or as updated through the City’s Long Range Financial Plan (LRFP).

**Phasing** – development shall proceed as designated on Schedules 8E and 9E of the Salem and Hewitt’s Secondary Plans, respectively. Prior to commencement of any phase of development, the City shall be satisfied that the development is consistent with the Subwatershed Impact Studies (SIS) and Infrastructure Implementation Plan (IIP).

**Review Period:** 8 Weeks

**Process Overview:**

1. Conformity Review Application Submission & Circulation (Weeks 1-2)
2. Presentation from the Applicant (Week 3 – Friday a.m.)
3. Technical Review (Weeks 2-6) – comments due Friday of week 6
4. Internal Technical Meeting – if required (Thursday of week 7)
5. Issue Conformity Letter or Hold Technical Meeting with the Applicant if resubmission is required (Thursday of week 8)
6. Resubmission for Conformity Review

**\*Design Charrette:** A Design Charrette will be required with the Lake Simcoe Region Conservation Authority or the Nottawasaga Valley Conservation Authority where applicable – May be completed prior to or following the Conformity Review Process, however the Design Charrette will be required prior to the formal Draft Plan of Subdivision submission.

#### PROCESS BREAKDOWN

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##### 1. Weeks 1-2: Submission & Circulation

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Applications will be circulated by the Planning Services Technical staff upon receipt of complete application. Similar to other pre-consultation applications, conformity reviews will be circulated the Tuesday following submission. Applications will not be circulated unless the minimum submission requirements are provided.



**Minimum Submission Requirements/Information**

<b>Planning</b>
<b>Planning Justification Brief</b>
<b>Draft Plan of Subdivision</b> - Identify unit numbers by type: singles, semis, multiple (3+ units), townhouse (street, stacked, block/cluster, back-to-back, laneway), walk-up apartments (up to 4 storeys), apartments (5 storey +) - Identify Commercial, Mixed-Use, Industrial and Employment lands
<b>Limits of Development</b> - Identify natural heritage features, hazards, buffers, etc. - Shall be established in advance of a Design Charrette with the LSRCA
<b>Block Plan</b>
<b>Letter of Undertaking – Member of the Land Owners Group</b>
<b>Engineering/Parks</b>
<b>Stormwater Management Letter/Brief</b> - Letter confirming that the proposed development is in conformity with the Subwatershed Impact Study (SIS). If the submission does not conform to the SIS, a Stormwater Management Brief will be required. The SWM Brief must outline why/where/how the proposed development does not conform to the SIS. - SWM letter/brief shall also outline any Low Impact Development (LID) components of the proposed development.
<b>Transportation Conformance</b> - Letter confirming the proposed development conforms to Geometric Design Standards (intersections, radii, access onto arterial roads), ROW widths/widenings. If the submission deviates from the standards established, the letter must identify why and how the deviations should be considered.
<b>Location and configuration of Parks &amp; Open Space Blocks</b>
<b>Traffic Operations</b>
<b>Pedestrian Circulation Plan</b> - Location of Trails and Sidewalks
<b>Operations</b>
<b>Linear Infrastructure</b> - identify total kilometers of proposed roads, laneways, sidewalks, pipes (sanitary - local/trunk, water – local/transmission, storm - local)
<b>Finance</b>
Projected number of units (by type) in addition to the estimated number of building permits/year as currently provided to Finance on a quarterly basis.
<b>Conservation Authority</b>
<b>Stormwater Management (SWM) Letter/Brief confirming conformity with the Subwatershed Impact Study (SIS)</b> - Shall be in conformance with LSRCA Technical Guidelines for SWM Submission
<b>Preliminary Geotechnical Report – required for LSRCA Design Charrette</b>
<b>Development Limits</b> - Identify natural heritage features, hazards, buffers, etc. - Shall be established in advance of a Design Charrette
<b>School Board (If Applicable)</b>
<b>Location and Configuration of School Blocks</b> - site area and proposed School Board to be identified.

**Circulation List (Key Groups):**

- Planning
- Engineering/Parks – Development Approvals
- Traffic Operations
- Finance
- Conservation Authorities (LSRCA/NVCA)
- School Board (Only if a School Site is proposed)
- Salem Landowner Representative:  
 Keith MacKinnon, KLM Planning Partners Inc.
- Hewitt’s Landowner Representative:  
 Ray Duhamel, The Jones Consulting Group Ltd.



**2. Week 3: Presentation from the Applicant (Preview Meeting)**

- The applicant will present their development proposal and explain how it conforms to the Master Plan, Secondary Plan Policies and the City’s/Agency’s Technical Standards on the Friday of the week following circulation of the application.
- City staff and external agencies will have the opportunity to ask questions to assist in their review.

**3. Weeks 2-6: Technical Review Period**

- The review process will take 4 weeks.
- Comments will be due on the Friday of the fourth week after the submission is circulated (see sample calendar).
- Planning will set up a shared comment chart which is themed (i.e. Lot Layout & Design, Natural Heritage/Species at Risk, SWM, Tree Preservation, Transportation, School Board, etc.) in the shared growth management folder. All service areas will have access to this and will be required to submit their comments directly into the chart under the appropriate theme. Individual comment memos will not be accepted.
- All Service Areas are expected to focus on their respective areas of expertise. This will ensure that Service Areas are not going outside of their scope of work, avoid duplication and will speed up the review process. Please see the table below for a list of Service Areas and their responsibilities:

Service Area	Responsibilities
<b>Planning</b>	Conformance to City & Provincial Planning Policies Coordination of the Application Process
<b>Engineering/Parks</b>	Conformance to the Transportation Design Manual Conformance to EA’s Conformance to the Multi-modal Active Transportation Master Plan Functional Servicing Stormwater Management Conformance to the Subwatershed Impact Study Edge Management, Boundary Tree Preservation & Natural Heritage Location, Configuration and Fit-up of Park & Open Space Blocks
<b>Traffic Operations</b>	Pedestrian Circulation (Trails & Sidewalks) Conformance to the Transportation Design Manual
<b>Conservation Authority</b>	Stormwater Management Phosphorous Budget – required for Design Charrette Geotechnical Information – required for Design Charrette Development Limits Natural Heritage & Species at Risk
<b>School Board</b>	Location & Configuration of School Blocks

- **In their comments, each Service Area shall clearly indicate whether the development proposal conforms to the Hewitt's/Salem Secondary Plan or if a resubmission is required.** If a resubmission is required, an internal technical meeting will be held during week 7, followed by a meeting with the applicant during week 8. If the development proposal is deemed to generally conform to the Secondary Plan, the City will issue a conformity letter to the applicant during week 8. This letter will identify conditions that may be required to be fulfilled, including the requirement for a design charrette with the LSRCA or NVCA where applicable, prior to the formal application being submitted.

#### **4. Week 7: Internal Technical Meeting (if required)**

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- An internal technical meeting will be scheduled during week 6 (Thursday) of the conformity process if there are issues with the development proposal and a resubmission is required. This is consistent with our current Pre-Consultation application process, as all pre-consultation meetings are held on Thursdays. If there are no issues with the development proposal, the City will issue a Conformity Letter to the applicant during week 8.
- All service areas will have an opportunity to identify any major comments or concerns they have with the conformity submission. Specifically, we are looking to identify issues that will prevent the City from issuing a conformity letter, and how the applicant can address these issues.
- Any revisions to staff/agency comments will be due on the Monday following the internal technical meeting. A meeting with the applicant will also be scheduled on the following Thursday (Week 8) to discuss the comments and find solutions to any issues.

#### **5. Week 8: Issue Conformity or Technical Meeting with the Applicant**

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- If the development proposal is deemed to generally conform to the Hewitt's/Salem Secondary Plan, the City will issue a conformity letter to the applicant during week 8 of the Conformity Review Process. This letter will identify conditions that may be required to be fulfilled, including the requirement for a design charrette with the LSRCA or NVCA where applicable, prior to the formal application being submitted. The letter will also identify the time period for which the Conformity is valid (1 year).
- If the development proposal does not conform to the Hewitt's/Salem Secondary Plan, Planning staff will schedule a meeting with the applicant during week 8 of the Conformity Review Process to discuss all comments and find solutions to issues.
- If a meeting is required, comments will be sent directly to the applicant 24 to 48 hours in advance of the meeting in order to provide sufficient time for the applicant to review same. This will ensure efficient and productive meetings as the applicant will be prepared to ask specific questions rather than going through each individual comment. Staff from all relevant departments will be required to attend this meeting and shall be prepared to address any questions pertaining to their comments.
- Following the meeting, the applicant will make any necessary revisions to the development proposal and resubmit for Conformity Review.

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## 6. Resubmission for Conformity Review (4 weeks)

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- If a resubmission is required, the timeframe for the resubmission process will be 4 weeks.
- Resubmissions will be circulated by the Planning Services Technical staff upon receipt of the required information identified through the original Conformity Review Process. Applications will not be circulated unless the minimum submission requirements are provided.
- Resubmissions will only be circulated to the applicable service areas/departments for review and comment.
- The technical review period for resubmissions will be 2-3 weeks, depending on when the revised submission is received. Technical reviewers will be provided with a minimum of 2 weeks to review the resubmission and provide their comments (see sample calendar).
- Comments will be due on the Friday of the third week after the submission is circulated (see sample calendar).
- If the development proposal is now deemed to generally conform to the Secondary Plan, the City will issue a conformity letter to the applicant during week 4. This letter will identify conditions that may be required to be fulfilled, including the requirement for a design charrette with the LSRCA or NVCA where applicable, prior to the formal application being submitted. The letter will also identify the time period for which the Conformity is valid (1 year).
- If the development proposal does not conform to the Hewitt's/Salem Secondary Plan, Planning staff will schedule a meeting with the applicant during week 4 of the Resubmission Process to discuss all comments and find solutions to issues.
- If a meeting is required, comments will be sent directly to the applicant 24 to 48 hours in advance of the meeting in order to provide sufficient time for the applicant to review same. This will ensure efficient and productive meetings as the applicant will be prepared to ask specific questions rather than going through each individual comment. Staff from all relevant departments will be required to attend this meeting and shall be prepared to address any questions pertaining to their comments.
- Following the meeting, the applicant will make any necessary revisions to the development proposal and resubmit for Conformity Review.

### \*Design Charrette with Conservation Authority (LSRCA/NVCA)

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- While the Design Charrette is not considered to be part of the Conformity Review Process, applicants will be required to arrange a Design Charrette with the LSRCA or the NVCA where applicable, prior to submission of a formal Draft Plan of Subdivision application. The charrette may take place prior to or following the Conformity Review Process.
- The LSRCA/NVCA may require additional information prior to the Design Charrette.
- City staff will be required to attend the Design charrette prior to the formal Draft Plan of Subdivision submission.

**April 2018 – Conformity Review Example**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
WEEK 1	15	16	17	18	19	20 Submit for Conformity Review	21
WEEK 2	22	23	24 Application Deemed Complete and Circulated	25	26	27	28
WEEK 3	29	30					

CONFORMITY REVIEW PROCESS | May 2018

**May 2018 – Conformity Review Example**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3			1	2	3	4 Presentation from the Applicant (9 am – 12 pm)	5
WEEK 4	6	7	8	9	10	11	12
WEEK 5	13	14	15	16	17	18	19
WEEK 6	20	21	22	23	24	25 Comments Due	26
WEEK 7	27	28	29	30	31 Internal Meeting (If Required)		

CONFORMITY REVIEW PROCESS | May 2018

**June 2018 – Conformity Review Example**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 7						1	2
WEEK 8	3	4 Amended Comments Due/Comments sent to Applicant	5	6	7 Meeting with the Applicant (If Resubmission Required) or Issue Conformity	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
RESUBMISSION WEEK 1	24	25 Resubmit for Conformity Review	26	27	28 Application Deemed Complete and Circulated	29	30

CONFORMITY REVIEW PROCESS | May 2018

**July 2018 – Conformity Review Example**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
RESUBMISSION WEEK 2	1	2	3	4	5	6	7
RESUBMISSION WEEK 3	8	9	10	11	12	13 Comments Due	14
RESUBMISSION WEEK 4	15	16	17	18	19 Meeting with the Applicant (If Resubmission Required) or Issue Conformity	20	21
	22	23	24	25	26	27	28
	29	30	31				

CONFORMITY REVIEW PROCESS | May 2018